How to Change Your USAJOBS Password

There are two ways to quickly change or reset your password using USAJOBS:

1 Use the answers to your three security questions to setup a new password.

OR

2 Have USAJOBS send you an email with a link to reset your password.

Note: If you cannot complete the password reset process after following the steps detailed in the following pages, please use the **Contact Us** page (https://my.usajobs.gov/Home/ContactUs) to submit a ticket to the USAJOBS Customer Support team.

How to Change Your USAJOBS Password Using Security Questions

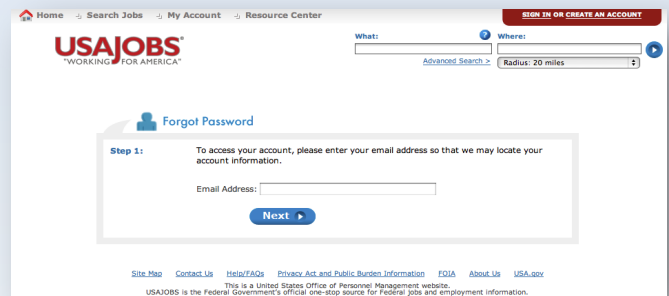**1** Go to the **USAJOBS** homepage: www.usajobs.gov and click on the **Sign In** link from the upper-right corner of the screen.

2 Click the **Forgot your Username and/or Password?** link below the enter **Password** field.

3 Enter your **Email Address** in the field on the screen, and then click the **Next** button.

4 Enter the answers to your security questions in the fields on the screen, and then click the **Next** button.

*Note: Security question answers must be exactly as you typed them originally, **including** spelling, punctuation, abbreviation, spaces, etc.*

How to Change Your USAJOBS
Password Using Security Questions

5 After entering your correct security questions, you will be able to create a new password.

Click the **Submit** button to finish changing your password.

6 Click the **Continue** button to be taken back to the login page.

7 Now fill in your **email address** and your newly created **password** in the fields on screen.

Click the **I agree. Sign me in.** button to login. (You may have to scroll down if you do not see the button.)

8 Welcome to **USAJOBS!**

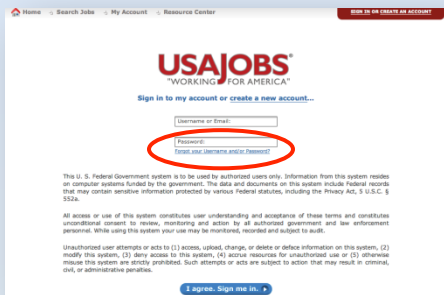# How to Change Your USAJOBS Password Using an Emailed Link

1 Go to the **USAJOBS** homepage: www.usajobs.gov and click on the **Sign In** link from the upper-right corner of the screen.
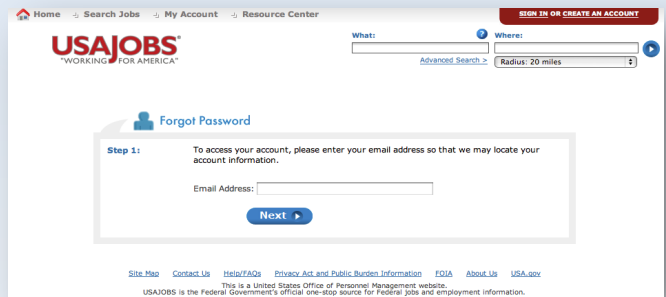
2 Click the **Forgot your Username and/or Password?** link below the enter **Password** field.
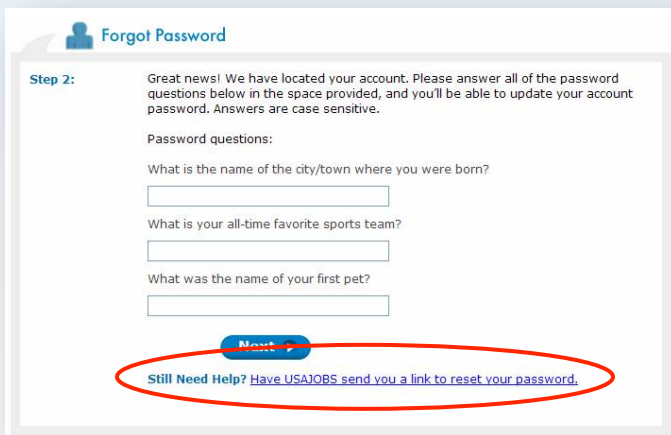
3 Enter your **Email Address** in the field on the screen, and then click the **Next** button.

4 Click the **Still Need Help?** link below the **Next** button to have USAJOBS send you an email* with a link to reset your password.

*__Note:__ *Make sure accountinfo@usajobs.gov is added to your address book so related email messages aren't incorrectly marked as spam.*

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5 Verify that your email address is correct on the next screen, and then click the **Send Email** button.

6 You will then see the screen shown here. Open the email from *accountinfo@usajobs.gov* and click the link in that email.

7 The link in the email will take you to this screen. You will now create a new password.

Click the **Submit** button to finish changing your password.

8 Click the **Continue** button to be taken back to the USAJOBS login page.

How to Change Your USAJOBS Password Using an Emailed Link

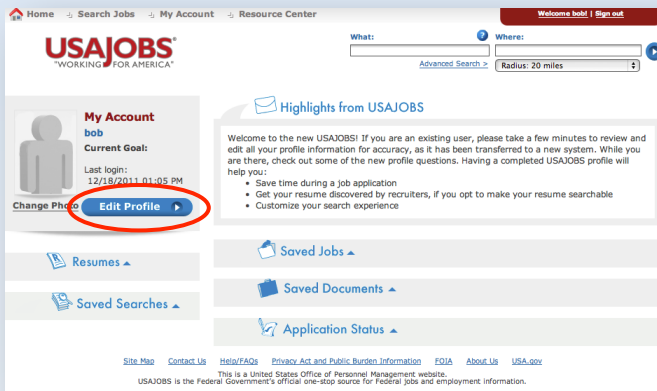**9** Now fill in your **email address** and your newly-created **password** in the fields on screen.

Click the **I agree. Sign me in.** button to login. (You may have to scroll down if you do not see the button.)

10 Welcome to **USAJOBS!**

Now it is **recommended** you update your security questions. Go to Profile by clicking the **Edit Profile** button.

11 Once logged into your profile, click on the **Account Information** link.

You will then see your security questions. Update these to questions and answers you will remember.